

# TRUST OFFICER

Bermuda Commercial Bank Limited (BCB) are seeking a Trust Officer. Reporting to the General Manager, Trust & Corporate Services, the successful incumbent will be a dedicated and self-motivated professional, who will assist with the responsibility for the day-to-day administration of a portfolio of local and/or foreign trust relationships.

## Role and Responsibilities

The Trust Officer will work closely with the Senior Trust Officer to support the day-to-day management of a complex portfolio of local and/or foreign trust relationships and the administration of underlying companies.

- Administer a portfolio of international and domestic trusts in accordance with the terms of the trust instrument; trust law; internal policies and procedures and in accordance with the trust document
- Assist with various projects and undertake reviews including compliance-related reviews utilising various electronic workflows
- Follow controls reducing the risks associated with the trust operations including projects and compliance-related activities
- Undertake on-going review of financial/activity and position of the trust funds and liaise with accountants in the preparation of financial statements and regular investment reviews for those portfolios having underlying investments
- Ensure the portfolio is maintained in accordance with Anti-Money Laundering and Anti-Terrorist Financing policies and have knowledge of the requirements under legislation
- Liaise with local and foreign banks, brokerage firms, lawyers, accountants, advisors and investment managers
- Attend meetings with settlors, beneficiaries, investment professionals, lawyers and accountants as necessary
- Conduct file reviews
- Assist with internal projects and compliance-related matters when required
- Any other matters that may arise in the day to day management and administration of a trust portfolio

## Person specification

- 3 years' experience in a similar role
- STEP or equivalent designation preferred
- Strong technical knowledge in international and domestic trust law and the understanding of relevant legislation and guidelines relating to trusts, companies and proceeds of crime
- Excellent working knowledge of the legislation, regulatory framework and statutory regulations relating to the administration of companies
- Understanding of the regulatory and tax environments relating to CRS and FATCA
- Knowledge of fiduciary obligations, business structure and corporate practices
- A sound understanding of Bookkeeping and Trust accounting
- Proficient use of Microsoft Office Suite and familiarity with ViewPoint database applications
- Must possess strong organizational skills. Initiative and ability to work under pressure and multi-task with attention to detail

Compensation will be commensurate with the successful candidate's experiences and will include a base salary and a discretionary performance related bonus. References will be requested and verified. Background checks will be conducted on shortlisted applicants.

Interested persons should apply by forwarding an application letter and resume no later than January 20, 2020 to [jobs@bcb.bm](mailto:jobs@bcb.bm) or by post to Bermuda Commercial Bank Limited, Attention: Human Resources Department, PO Box HM 1748, Hamilton, HM GX, Bermuda.

Bermuda Commercial Bank Limited is licensed and regulated by the Bermuda Monetary Authority to conduct banking and investment business under the Banks and Deposit Companies Act 1999 and the Investment Business Act 2003.

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**BCB is an Equal Opportunity Employer**